

# AEFLA Regional On-Site Monitoring

## Schedule & Agenda FY2011

The NRS regional site review is not a full ABE program monitoring review. NRS program reviews are conducted yearly, or whenever a program may be out of compliance or showing a lack of improvement. The NRS review primarily focuses attention on correct intake of data, assessment policies and procedures, data forms and processes, goal setting procedures and NRS policy compliance. The instrument used to collect this information can be found on the PTE/ABE website at [www.pte.idaho.gov](http://www.pte.idaho.gov) under NRS Monitoring Instrument. This form will be completed by the program prior to the site visit and shared with the state director when onsite. It will be necessary to make all documentation under each item readily available.

### *Tentative NRS Monitoring Schedule*

EITC- April 2011.

ISU- April 2011

CWI- March 2011 (Boise and Nampa)

NIC- May 2011

LCSC- May 2011

CSI- June 2011.

### *Monitoring Agenda*

1. Find the monitoring tool that will be used during the review visit on [www.pte.idaho.gov](http://www.pte.idaho.gov) Adult Services/ABE/ For Providers/ Accountability and Technical Assistance.
2. Please fill out the monitoring tool with your staff (or core staff) prior to the review. We will review this together during the visit.
3. Once you've reviewed the monitoring tool, set up a time for the visit with the state director to include the listed activities necessary for observation. In the review instrument, if there are areas in which you cannot answer "yes," or you do not have current documentation, address how you plan to remedy this and a timeline when the state director can expect these changes to be implemented.
4. Plan for a minimum of a full day review.
5. Review team member/s will be responsible for their own meals; although, certainly the program manager and/or staff will be welcome to join us. The program manager, lead data personnel and all other data personnel, assessment and advising personnel should be available in case of questions or interviews. We are mindful of busy schedules, duties and responsibilities. We will work with you to cause as little disruption as possible.